

Enlisted Professional Development Expo

**TraCen Cape May
15 January 2008**

RATING REPRESENTATIVE GUIDELINES

As a friendly reminder, we ask each of you to consider the following when speaking with members:

- let member take the lead
- put yourself in the member's shoes – remember when you were trying to decide which rating to enter: what did you want to know?
- include only as much detail as you would have been able to absorb when you were a non-rate
- don't sugarcoat info about your rating; provide warts-and-all info
- don't compare your rating with others or put down other ratings; concentrate on your own rating
- concentrate on answering member's specific questions and stick to the issue raised
- sea stories are great but let's keep them to a minimum
- SMILE ☺